

# Centre for Digital Resource Services Central Library

## REQUISITION FORM FOR E-MAIL ACCOUNT (Staff Only)

1. Full Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Dept./School/Centre : \_\_\_\_\_
4. Office Telephone Nos. : \_\_\_\_\_
5. Existing Email ID (if Any) : \_\_\_\_\_

6. Please specify the E-mail Account Name you wish to have

Option One

@mail.vidyasagar.ac.in

Option two

@mail.vidyasagar.ac.in

\* Please Attach the Xerox copy of the Joining Letter

Date :

Signature

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### **User Counterfoil (Office USE ONLY)**

The following email ID is created for Prof./Dr./Mr./Ms \_\_\_\_\_

\_\_\_\_\_

on \_\_\_\_\_.

@mail.vidyasagar.ac.in